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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 18 December 1956

FROM : Chief, Reading Improvement Branch

SUBJECT: Weekly Activities
12 December - 18 December 1956

25X1
25X1
25X1
25X1
25X1
25X1
1. [redacted] of Management Staff, [redacted]
[redacted] and I visited [redacted] Friday, 14 Dec., to
discuss the memoranda readability survey. [redacted] gave
us his ideas on how readability can be improved. He also
gave us sample memoranda from his files for analysis in the
project.

We showed [redacted] the survey questions we have
prepared, and he said the questions are excellent. [redacted]
is now preparing the final form for the questions, and we are
arranging to meet soon with the DD/I office representatives.

25X1
2. We revised the Reading Improvement Training Evaluation
form to reflect recent changes in the test program, and Mr.
[redacted] A & E, approved the revision.

3. The Office of Security approved my request for permission
to serve as Program Chairman for the new Washington Reading
Improvement Association.

4. Merry Christmas!

25X1
[redacted]
25 YEAR RE-REVIEW

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TO : Chief, Intelligence School

DATE: 18 December 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 11 - 17 December 1956

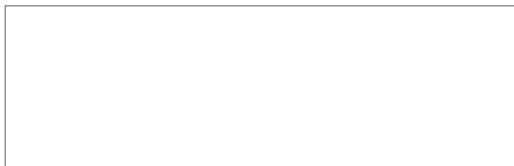
1. Numbers in Clerical Induction Training. During the week of 11 December there were 46 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 23 people for the week of 11 December.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 11 December were as follows:

	Tested	Qualified
Shorthand	1	0
Typewriting	2	1

4. Merry Christmas!



OTR/CT:MAH:jdm (18 December 1956)

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